

**TOWN OF NEWTON**  
**JURY DUTY LEAVE**  
*(Adopted June 2, 2008)*

The Town of Newton considers it a civic duty to serve on a jury if summoned and will grant leave for those that are called. Full-time employees summoned for jury duty must notify their supervisor within forty-eight (48) hours of receipt of the jury summons. In order to receive jury duty pay, the employee will be required to provide the payroll administrator with a copy of the official statement of jury service, along with copies of the checks paid to them. The employee will be paid the difference between the jury pay and their regular rate of pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days.

While serving on a jury, the employee is expected to call his/her supervisor daily to advise him or her of their status. In addition, the employee must report for work on the day that they are not required to serve or if excused from jury duty more than two (2) hours before the end of the regular workday. The benefits of full-time employees shall accrue without interruption during any term of jury duty.